

MINUTES

**City of Warsaw
Parks and Recreation Board
Regular Meeting (Parks)
Tuesday, February 18, 2020, 5:15 pm - 6:15 pm
Council Chambers**

In Attendance

Bill Baldwin; Diane Quance; Heather Frazier; Jill Beehler; Joe Thallemer; Larry Ladd; Larry Plummer; Michelle Boxell; Shaun Gardner; Sheila Wieringa; Steve Haines

I. CALL TO ORDER

Park Board President Steve Haines called the meeting to order.

II. APPROVAL OF PREVIOUS MEETING'S MINUTES

1. *Approval of January 2020 Minutes*

The January 2020, minutes were approved on a motion by Board Member Boxell, seconded by Board Member Baldwin.

Move: Michelle Boxell Second: Bill Baldwin Status: Passed

III. UNFINISHED BUSINESS

1. *Central Park Master Plan*

Superintendent Plummer updated the board about the Central Park Master Plan. He advised part of that plan included renovating the Pavilion.

a. Maintenance Building

Due to some changes in the Buffalo Street Project, the maintenance facility will be relocated to the corner lot at Indiana and Fort Wayne Street. We have had several phone meetings with Design Collaborative on what we would like the facility to look like along with design and functionality. They are currently working on the schematic design for the maintenance building now. Surveys and soil boring have also been performed.

b. *Pavilion Construction Drawings*

Design Collaborative will be working on the construction plans for the Pavilion renovation which will also include our offices in April.

IV. NEW BUSINESS

1. WCS Food & Nutrition Services

Stacie Light from the Warsaw Community Schools Food & Nutrition Services approached the Board and asked for approval to continue the Bixler Park free lunch program this summer. This would be the 14th year for this program. Like previous years, lunches will be free for kids under the age of 18 and adults can purchase a meal for \$4. The only change proposed to this year is Goshen Health has asked to have a booth once a week set up during the meal serving time, which is about an hour. Each week would be a different topic where those attending could have handouts ranging from healthy serving sizes to fun summer activities they can do.

A motion to approve the free summer lunch program was approved by Board Member Ladd, seconded by Board Member Beehler.

Move: Larry Ladd Second: Jill Beehler Status: Passed

2. *Kosciusko County Council on Aging and Aged Lease (PTYC)*

Superintendent Plummer advised the Board the yearly lease for the KCCAA is due. This lease is the same as the previous year, where KCCAA pays \$1053/month to use the Pete Thorn Youth Center. This monthly rental fee is off set by a generous contribution from Wayne Township of \$26,000.

A motion to approve the KCCAA lease agreement for 2020 was approved by Board Member Beehler, seconded by Board Member Boxell.

Move: Jill Beehler Second: Michelle Boxell Status: Passed

3. *Year End Report*

Superintendent Plummer reviewed completed projects, collaborations and new equipment purchases, all which occurred in 2019. Please see attached documents for additional information and budget details.

4. *Playground Audit*

Maintenance Director Gardner informed the Board our playgrounds have been well maintained through out the season. We have some employees that are certified for playground audits and we check them on a regular basis.

5. *Program Fees*

Recreation Director Wieringa informed the Board about programs which have occurred since the last Board meeting. She also wanted to touch base on the most recent partnership with the Bowling Alley and how with that partnership, we had two sold out programs in February. The Daddy Daughter Dance was sold out for both nights along with the Mommy and Son bowling night at the Bowling Alley.

Wieringa also reviewed new programs and the fees for those programs. Wieringa asked for the Board's approval to approve a cap of \$10 on the new programs until she is able to thoroughly research the cost of each. She advised the programs will not exceed the \$10 fee and could be less depending on costs.

A motion to approve a cap on the new program registration fees for \$10, was approved by Board Member Beehler, seconded by Board Member Boxell.

Move: Jill Beehler Second: Michelle Boxell Status: Passed

V. OTHER MATTERS TO COME BEFORE THE BOARD

The Mayor informed the Board the Gas Station off Detroit Street was recently demolished.

VI. MEETING REVIEW

Both Park Board President Steve Haines and Superintendent Plummer wanted to thank the park employees for their hard work and continued dedication in maintaining our parks.

VII. ADJOURNMENT

There being no further matters to come before the Board, the meeting was adjourned.

Move: Bill Baldwin Second: Larry Ladd Status: Passed

A handwritten signature in cursive script, appearing to read "H. Frazier".

Heather Frazier
Park Board Secretary